



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 602.4

Job Title: **SENIOR LEGAL ASSISTANT**

Pay Grade: 18

GENERAL SUMMARY:

Performs a variety of legal work that includes legal research, negotiations, writing opinions and the preparation of legal documents.

RESPONSIBILITIES:

- Prepares or assists attorneys in preparing drafts of proposed ordinances and in drawing up contracts and other legal documents.
- Performs investigative functions and researches legal issues in preparation for court cases.
- Acts as team leader supervising routine duties of other legal assistants.
- Assists in out of court negotiations and settlements.
- Monitors filing of pleading with Court Clerk.
- Monitors delivery of subpoenas to witnesses and parties to action.
- Performs confidential and sensitive assignments for the City Attorney and other attorneys.

SPECIFICATIONS:

KNOWLEDGE:

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal four-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

Three years of experience as a Legal Assistant, or experience in a closely related field, are required. One year of law school may be substituted for two years of experience.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Legal Assistant I
Legal Assistant II
Legal Assistant III
Senior Legal Assistant
Legal Intern

*Effective: October 1990
Revised: February 1992*